

# Job Opportunity

January 12, 2007

With CDA  
it's not just  
another job  
it's a career!

**DUTY STATEMENT  
CLICK HERE!**

Please refer to  
CDA8 #0607-620-003  
on your application.

**Applications will be  
accepted until FILLED.**

**All applications will be  
screened and only the  
most qualified will be  
interviewed**

E-mail your application  
and resume to:  
**careers@aging.ca.gov**  
or  
for more information go  
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**[http://www.aging.ca.gov/  
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or  
mail your information to the  
address below:

**CALIFORNIA DEPARTMENT  
OF AGING  
HUMAN RESOURCES**

1300 National Drive,  
Ste 200  
Sacramento, CA 95834  
TDD 1-800-735-2929  
(916) 419-7525  
(916) 928-2269



**APPLY NOW  
CLICK HERE!**

## **Student Assistant Temporary Intermittent**

Approximately 12 hours per week  
**Salary: \$8.13—\$10.83**

Make a difference! Join the CDA Team working  
with programs that serve older Californians, family  
caregivers and adults with disabilities.

This Student Assistant opportunity is in the  
Information Technology Branch.

### **PROGRAM:**

Under the supervision of the Data Processing Manager II and guidance of the Desktop Coordinator, perform helpdesk workstation duties as listed.

### **DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

- Assist with Help Desk services for assigned department users.
- Assist in establishing standards for workgroup computing technologies.;
- Uses tact and courtesy when interacting with department employees.
- Communicates with department staff to describe alternatives, and provide guidance in use of technical tools.
- Appropriately applies department's policies and procedures when addressing workstation and LAN need.
- Assist technical problem resolution for workstation/LAN maintenance.
- Assist with installation and repair of hardware and software in workstation configuration as appropriate to a LAN configuration.
- Assist with department's computer virus protection.
- Assist in the preparation of workstation hardware and software purchase and procurement documents.

### **WHO MAY APPLY:**

Candidates currently enrolled in college as a MIS or Computer Science major with 6 or more units.

Must maintain a cumulative 2.0 or higher grade point average. Available to work a minimum of 12 hours per week.

Location: Sacramento - Natomas Area. Free Parking

The California Department of Aging is committed to providing equal opportunity to all regardless of race, color, creed, national origins, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

